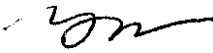




**Date:** July 8, 2004

**To:** Gerald R. Miller, City Manager 

**From:** Michael A. Killebrew, Acting Director of Financial Management /s/

**For:** Mayor and City Council

**Subject:** **Revised Schedule for Budget Workshops, Hearings and Budget Oversight Committee Meetings**

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The City Charter requires that the City Manager submit the Proposed Budget for Fiscal Year 2005 (FY 05) to the Mayor on or before August 1, 2004. The City Charter also requires that the Mayor transmit the budget to the City Council along with recommendations no later than August 15, 2004. With the difficult decisions the City is faced and as we work to balance the budget, every attempt will be made to share potential budget impacts as early as possible. In addition to the series of City Council workshops held during the months of March through June, in cooperation with the Budget Oversight Committee, several opportunities to continue the budget dialogue have been scheduled. With input from the Budget Oversight Committee, the following schedule has been developed for City Council workshops, public hearings, budget adoption and Budget Oversight Committee (BOC) meetings:

DATE	SUBJECT
Budget Oversight Committee Tuesday, July 6 2:00 – 4:00 p.m. 13 <sup>th</sup> floor large conference room	<ul style="list-style-type: none"><li>Discussion Topics<ul style="list-style-type: none"><li><i>Mid-year Budget Report</i></li><li><i>Budget Summit Review</i></li><li><i>Revenue Enhancement Idea Review</i></li><li><i>Fee Study Update</i></li><li><i>Fleet Study</i></li></ul></li></ul>
Budget Summit II Saturday, July 10 1:00 - 4:00 p.m.	<ul style="list-style-type: none"><li>Discussion of the Proposed Updated Three-Year Plan and Preview of the FY 05 Proposed Budget</li><li>Public Input</li></ul>
Budget Oversight Committee Tuesday, July 13 3:00 – 4:30 p.m. 13 <sup>th</sup> floor large conference room	<ul style="list-style-type: none"><li>Discussion Topics<ul style="list-style-type: none"><li><i>PERS</i></li><li><i>Contracting</i></li><li><i>Status of Tax Initiatives</i></li><li><i>Voluntary Idea Program Submissions</i></li><li><i>Innovation Team and Ideas</i></li></ul></li></ul>
Budget Oversight Committee Tuesday, July 20 2:00 – 4:00 p.m. 13 <sup>th</sup> floor large conference room	<ul style="list-style-type: none"><li>Discussion Topics<ul style="list-style-type: none"><li><i>Historical General Fund Budget Growth</i></li><li><i>Historical Analysis of Staffing Changes</i></li><li><i>Historical Analysis of General Fund Enhancements</i></li><li><i>Historical Analysis of Transfers Into the General Fund</i></li><li><i>General Fund Program Budget Summary</i></li></ul></li></ul>
Budget Oversight Committee Wednesday, August 11 6:00 - 8:00 p.m. Location To Be Determined	<ul style="list-style-type: none"><li>Discussion Topics<ul style="list-style-type: none"><li><i>Review of Proposed Updated Plan</i></li><li><i>Alternatives to Proposed Updated Plan</i></li></ul></li></ul>

Tuesday, August 17 Workshop/BOC 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Mayor's Budget Recommendations</li> <li>• City Manager Budget Overview</li> <li>• Budget Oversight Committee Recommendations</li> <li>• Public Input</li> </ul>
Tuesday, August 24 Workshop/BOC 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations <i>Elected Officials</i></li> <li>• Public Input</li> </ul>
Tuesday, August 24 Hearing 7:00 - 8:30 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations <i>Water Department</i> <i>Harbor Department</i></li> <li>• Public Input</li> </ul>
Tuesday, September 7 Workshop 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations <i>FY 05 Proposed CIP Budget</i> <i>Youth Services</i></li> <li>• Public Input</li> </ul>
Tuesday, September 7 Hearing 7:00 - 8:30 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations <i>Employee Issues and Involvement</i></li> <li>• City Council Deliberations</li> <li>• Public Input</li> </ul>
Tuesday, September 14 Workshop 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations <i>Public Safety</i> <i>Health Programs</i></li> <li>• Public Input</li> </ul>
Tuesday, September 14 Hearing 7:00 - 8:30 p.m.	<ul style="list-style-type: none"> <li>• City Council Deliberations</li> <li>• Public Input</li> <li>• Budget Adoption</li> </ul>
Tuesday, September 21 Workshop (If necessary) 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Budget Presentations - <i>TBD</i></li> <li>• Public Input</li> </ul>
Tuesday, September 21 Hearing (If necessary) 7:00 - 8:30 p.m.	<ul style="list-style-type: none"> <li>• City Council Deliberations</li> <li>• Public Input</li> <li>• Budget Adoption</li> </ul>
Tuesday, September 28 Hearing (If necessary) 2:00 - 4:00 p.m.	<ul style="list-style-type: none"> <li>• Public Input</li> <li>• Budget Adoption</li> </ul>

Budget presentations are primarily intended to present service and program changes from selected departments and to answer questions from the City Council. The hearings and workshops will include an opportunity for input and comment from the public. Should all discussion be completed prior to the end of the September 14, 2004 hearing, the City Council may make its final budget decisions and then amend and/or adopt the Proposed Budget and the related Ordinances and Resolutions for FY 05 at that hearing or at any subsequent hearing.

cc: Christine F. Shippey, Assistant City Manager  
Reginald I. Harrison, Deputy City manager  
Suzanne R. Mason, Deputy City Manager  
All Department Heads